



*Lac La Biche County*  
welcoming by nature.

**REQUEST FOR QUALIFICATION**

**LAC LA BICHE WATER TREATMENT PLANT IMPROVEMENTS  
PHASE II  
5235-006-00**



## **1 INSTRUCTIONS TO CONTRACTORS**

### **1.1 INTRODUCTION**

The Lac La Biche Water Treatment Plant is located in the Hamlet of Lac La Biche, located 200 km northeast of the City of Edmonton in the Province of Alberta. Lac La Biche County wishes to obtain proposals from qualified Contractors for the construction of the Lac La Biche Water Treatment Plant Improvements – Phase II.

### **1.2 PURPOSE**

Lac La Biche County is requesting submissions for Qualification of Contractors to bid on the:

#### **LAC LA BICHE WATER TREATMENT PLANT IMPROVEMENTS – PHASE II**

Lac La Biche County currently operates a surface water treatment plant located in the Hamlet of Lac La Biche to meet the potable water needs of its residents and a regional network which includes the Hamlet of Plamondon. The raw water source for the system is Lac La Biche Lake. The treatment process consists of pre-oxidation with potassium permanganate, coagulation, polymer addition, powdered activated carbon adsorption, upflow clarification with tube settlers, filter aid addition, rapid gravity sand filtration, fluoridation, UV radiation and CT disinfection using chlorine gas. The main structure that houses the waterworks system was constructed in 2004. The water treatment plant produces high quality potable water but has difficulty during poor raw water quality periods where the pH and organics are at elevated levels. Improvements to the chemical systems are required in order to address this issue.

Major work items for this contract will include the following (approximation):

- a) Upgrades to the Raw Water Pumping System
- b) Additional Filtration System Upgrades
- c) Upgrades to the Filter Clearwell Transfer Pumping System
- d) Improvements to the Pre-Clarifier Polymer Feed System
- e) Upgrades to the Potable Water Transfer Pump System
- f) Supply and Install Onsite Power Generators at the Raw Water Pump House and Water Treatment Plant

The intent of this qualification process is to allow Lac La Biche County to rate and select eligible Contractors that will bid the necessary services to facilitate the construction of the above noted project.

Through this request for qualifications Lac La Biche County seeks to ensure that companies that bid on this Contract have the experience, skill, ability, resources, bonding, integrity, and safety requirements needed to complete the specific work of this project.

### 1.3 SUBMISSION INFORMATION

Any Contractor that desires to submit the bid for construction of the project must be qualified by Lac La Biche County before it may bid on the contract. Qualification documents are available online from the Alberta Purchasing Connection website: <http://www.purchasingconnection.ca/>.

All documents shall be submitted to MPE Engineering Ltd. on behalf of Lac La Biche County.

Any qualification which is granted shall apply only to the Lac La Biche Water Treatment Plant Improvements – Phase II.

A full drawing set and tender package will be provided to the successful contractors.

**No bids for this contract shall be accepted unless the bidder has been qualified.**

### 1.4 KEY DATES

a) Publicly advertise Qualification	February 23, 2017
b) Deadline for submission of Qualification	March 14, 2017
c) Qualified Contractors selected	March 24, 2017
d) Issue of Contract Tender documents to Qualified Contractors	March 27, 2017
e) Tender Closing	April 13, 2017
f) Tender Award	May 9, 2017
g) Substantial Performance Date	December 15, 2017
h) Total Performance Date	December 31, 2017
* Items d) through h) are tentative and are subject to change.	

### 1.5 CLOSING DATE AND TIME FOR QUALIFICATIONS

One (1) electronic copy of the Contractor's submission, signed and dated by the Contractor's authorized representative, must be received by the MPE Engineering Ltd. Edmonton Office or emailed to [ikagoro@mpe.ca](mailto:ikagoro@mpe.ca) no later than **2:00 p.m. local time on March 14, 2017**, and marked (or subject on email):

**LAC LA BICHE WTP IMPROVEMENTS – PHASE II  
REQUEST FOR QUALIFICATION**

**\*Submissions will not be opened in public.**

### 1.6 SUBMISSIONS

Submission requirements are listed in **Section 2.2**.

This qualification document states the instructions for submissions, and the procedures and criteria by which Contractors will be selected.

Please note Lac La Biche County may reject submissions that are late or irretrievable, due to software or electronic messaging problems.

If the submission is a joint application by more than one Contractor, the document must be submitted as a coordinated package with a primary Contractor identified.

The Qualification package will include the completed Qualification Form, mandatory documentation as well as any additional supporting documentation.

Lac La Biche County reserves the right to reject any or all submissions, in the event that a submission does not meet the requirements of the qualification process. All costs incurred by Contractors in responding to this submission are solely to the Contractor's account. Under no circumstances, including the cancellation of this qualification process and/or the decision not to proceed with the process, will Lac La Biche County be liable for any costs incurred by the interested Contractors, or other parties that may have contributed in any manner to the preparation. Furthermore, in no way will this document suggest or constitute a contractual arrangement between any Contractor and Lac La Biche County.

The Contractor's submission and all supporting information become the property of Lac La Biche County. All such documentation may be reproduced by Lac La Biche County, provided that such reproduction is made solely for internal use or for any purpose required by law.

Lac La Biche County reserves the right to accept any number of those submissions that it deems most advantageous and also the right to reject any or all submissions which, in the opinion of Lac La Biche County, are incomplete, obscure, irregular, non-compliant with the terms of the qualification document, an obvious conflict of interest, or found to contain non-disclosures of such and/or other pertinent details. Lac La Biche County is under no obligation to enter into an Agreement, and reserves the right to terminate the qualification process at any time, and to withdraw from discussions with any or all of the Contractors who have responded.

## **1.7 INQUIRIES AND CHANGES**

It is the responsibility of each Contractor to inquire, in writing, about any requirements of the submission that needs clarification. Verbal inquiries will not be accepted. If a Contractor discovers any inconsistency, discrepancy, ambiguity, error or omission in this document, the Contractor must notify MPE Engineering Ltd. immediately.

Inquiries of this RFQ must be directed to:

**Ivan Kagoro**  
[ikagoro@mpe.ca](mailto:ikagoro@mpe.ca)

Lac La Biche County shall not be bound and the Contractors agree not to rely upon any written or verbal statements or representations of any other persons, whether employed by Lac La Biche County or not, in the preparation and submission of their documents. This qualification document, and any subsequent modifications thereto, is designated as the sole reference for the preparation of submissions and takes precedence over any and all information obtained from any source, either verbal or written. All addenda will be issued in written form to all Contractors and shall be incorporated into and become part of this qualification document.

Amendments to submissions will be accepted if received prior to the closing date and time (see Section 1.5).

Submissions may be withdrawn upon written request from the Contractor.

## **1.8 CONFIDENTIALITY**

The Contractor acknowledges that Lac La Biche County is a public body subject to “The Local Authority Freedom of Information and Protection of Privacy Act” (the Act). The Contractor shall clearly mark “Confidential” on all information regarding the items and conditions, financial and/or technical aspects of the Contractor’s submission, which in the Contractor’s opinion are of a proprietary or confidential nature at the relevant item or page. Lac La Biche County and MPE Engineering Ltd. shall use all reasonable efforts to hold all information marked “Confidential” by the Contractor in strict confidence but shall not be liable for any inadvertent disclosure. Similarly, information about Lac La Biche County obtained by a Contractor and declared by Lac La Biche County representatives to be confidential must not be disclosed unless authorized by Lac La Biche County.

This qualification document and other data appended or related to it, are the property of Lac La Biche County and are supplied only for the purpose of enabling each Contractor to prepare a submission in response thereto. The information contained, referenced or appended to the qualification document, is not to be disclosed or released for any other use or purpose and must be returned to Lac La Biche County when requested.

It is agreed that these reciprocal obligations of non-disclosure will survive the termination of any contract that might arise between the parties.

## **1.9 SUSPENSION OF QUALIFICATION PROCESS**

In the event Lac La Biche County discovers new relevant information regarding the requirements of the qualification process or that Contractors have received unequal access to relevant information, Lac La Biche County reserves the right in its sole discretion, to suspend the qualification process, either before or after submissions have been received, issue new information in writing to all Contractors and then continue the process.

In the event Lac La Biche County chooses to suspend the submission process, those Contractors who have submitted documents will be provided with new information and allowed an additional five (5) days to change their submission should they choose to do so, or to withdraw altogether. Thereafter, Lac La Biche County will continue the qualification process with the remaining Contractors, with all other requirements of the submission applying as if the qualification process had not been suspended.

## **1.10 RIGHT TO EXIT**

Lac La Biche County reserves the right, at its sole discretion, to exit this qualification process for any reason it so chooses.

## **2 SUBMISSION PROCESS**

### **2.1 GENERAL**

The Contractor services required for the project will comprise of, but not necessarily be limited to, the services outlined in this document. Contractors should provide full details regarding the services they offer, including specifics where services in addition to those outlined herein are considered necessary and are being proposed.

The qualification process is not a contract, tender or an offer to enter into a contract or tender. The process is designed to aid Lac La Biche County in procuring a service. Lac La Biche County does not warrant or guarantee the accuracy of the information contained wherein.

The Contractors are responsible to ensure that the qualification submission terms are answered to the best of their ability without recourse to Lac La Biche County.

The information contained in the qualification submission shall be current at the time it is filed.

Any materially false statement in the qualification submission or failure to disclose requested information shall be cause to deny qualification, and may, be cause for determining that any subsequent bid is non-responsive or for terminating any contract awarded by Lac La Biche County to the Contractor or Joint Venture in which the Contractor is a participant.

### **2.2 SUBMISSION REQUIREMENTS**

The Contractor's submission shall be comprised of the following sections:

- Completed Contractor Qualification Form - Appendix A (please contact if you require the form in excel format)
- Mandatory Documentation
  - Letter from Bonding Company (on bonding company's letterhead)

Indicating date of letter, Contractor's name, address, aggregate work capabilities (the maximum amount of work the Contractor is capable of undertaking for any and all projects), single limit (the estimated maximum cost of a single project that Contractor is capable of undertaking), and contact information for bonding company's representative
  - Letter from Insurance Company (on insurance company's letterhead)

Providing proof that the firm is insured, including details of general liability, automobile liability, effective dates, course of construction, and Contractor's equipment insurance, as applicable.
  - WCB Clearance Letter

- Certificate of Recognition from the Alberta Construction Safety Association (or equivalent association from other jurisdictions)
- Declaration of Conflict of Interest

Contractors must provide a letter which identifies whether or not any potential conflicts of interest may arise as a result of their response to this request for submission of qualification and/or subsequent award of contract. Non-disclosure of any potential conflicts of interest may be sufficient cause to disqualify the Contractor or terminate any subsequent contract.

- Supplementary Documentation
  - Resumes of Project Personnel
  - Corporate History
  - Additional Project Experience

## 2.3 SELECTION CRITERIA

### Goals

This process will better ensure those eligible to bid on these Contracts have the experience, skill, ability, resources, bonding, integrity, and safety requirements to complete the specific work of this project. Lac La Biche County will take into account each Contractor’s specific experience with the scope of work of this project as well as the technical and financial capability of each Contractor to manage the project through to its completion. At the conclusion of this process and the eventual bid process, the successful contractor that is awarded a contract, will be assigned the Role of *Prime Contractor* for the work site of that Contract

This qualification process will invite Contractors to provide information of their ability to:

- Provide adequate and suitable labor, equipment and materials to construct the Lac La Biche Water Treatment Plant Improvements – Phase 1 in accordance to the contract specifications, timelines and budget.
- Act as Prime Contractor and comply with the Alberta Occupational Health and Safety Act in respect of the worksite under the Contractors jurisdiction.
- Finance, bond, and administer the project in a sufficient manner.

### Selection Criteria for Qualification

Once submissions are received, Lac La Biche County will lead an evaluation review of all submissions. The “Evaluation Committee” will be made up of representatives from Lac La Biche County and MPE Engineering Ltd.

### Technical Evaluation Criteria and Scoring

Selection of the successful Contractors to bid on the project will be final. The rating of the Contractor will be made in accordance with a “Best Value Selection” process as described below. The qualification submissions that score equal to or higher than **70** rating points will be invited to bid on the contract.

Evaluation of Contractor submissions will be based on the following criteria and scoring:

	Criteria	Max. Points	Weighting	Sub-Total
1)	<b>CORPORATE INFORMATION, QUALIFICATION AND FINANCIAL INFORMATION</b>			
	Financial Details	10	x 1.0	10
	Insurance Details	10	x 0.5	5
	Bonding Details	10	x 0.5	5
	Applicant History	10	x 1.0	10
2)	<b>STAFF INFORMATION AND QUALIFICATIONS</b>			
	Key Office Personnel	10	x 0.5	5
	Key Site Personnel	10	x 1.5	15
	Current Major Project Workload	10	x 1.0	10
3)	<b>REFERENCES</b>			
	Relevant Major Projects	10	x 3.0	30
	Relevant Major Suppliers	10	x 1.0	10
<b>Total Score</b>				100

The points assigned for each criteria based on the information provided in the Contractor’s submission. Scoring will be awarded on a scale of 0 to 10, where the range is defined as follows:

Score	Interpretation
0	Lack of response or complete misunderstanding of the requirements, no probability of success.
2	Does not meet expectations or demonstrate clear understanding of the requirements, low probability of success.
4	Somewhat meets expectations, minor weaknesses or deficiencies, fair probability of success.
6	Meets expectations, proponent has good understanding of requirement, good probability of success.
8	Somewhat exceeds expectations, high probability of success.
10	Exceeds expectations, proponent clearly understands the requirements, excellent probability of success.

**The Evaluation Committee may complete independent reference checks from the Owner and Consulting Engineering Firm of projects not provided by the Contractor.**



## 2.4 SAFETY – PRIME CONTRACTOR DESIGNATION & WORKERS COMPENSATION

Lac La Biche County intends to designate *Prime Contractor* status to the eventual successful tenderer, in accordance with Section 3 of the *Alberta Occupational Health & Safety Act*. Qualification of Contractors as *Prime Contractor* will be based on their ability to properly fulfill this role. For the duration of the contract, the Contractor shall:

1. be the “Prime Contractor” for the “work site”, and
2. do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with the Act and its regulations, as required to ensure the health and safety of all persons at the “work site”.
3. direct all Subcontractors, other contractors, employers, workers and any other persons at the site, on safety related matters, to the extent required to fulfill its “prime contractor” responsibilities pursuant to the Act, regardless of:
  - a. whether or not any contractual relationship exists between the Contractor and any of these entities, and
  - b. whether or not such entities have been specifically identified in this contract.

Contractors shall provide proof of an account in good standing with the Workers’ Compensation Board.

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# APPENDIX A

## Contractor Qualification

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**APPENDIX A**  
**CONTRACTOR QUALIFICATION APPLICATION FORM**  
**LAC LA BICHE COUNTY**  
**LAC LA BICHE WATER TREATMENT PLANT IMPROVMENTS - PHASE II**

<b>MANDATORY DOCUMENTATION</b>								
							PROVIDED	
LETTER FROM BONDING COMPANY								
LETTER FROM INSURANCE COMPANY								
WCB CLEARANCE LETTER								
COPY OF CERTIFICATE OF RECOGNITION (Or Equivalent)								
DECLARATION of CONFLICT of INTEREST								
<b>1) CORPORATE INFORMATION, QUALIFICATIONS AND FINANCIAL INFORMATION</b>								
<b>CONTRACTORS DETAILS</b>								
CONTRACTORS NAME:								
ADDRESS:								
CONTACT NAME:		POSITION:						
TELEPHONE:		FAX:						
E MAIL:		WEBSITE:						
<b>LEGAL STRUCTURE OF CONTRACTOR</b>								
YEAR ESTABLISHED:								
CORPORATION		JOINT VENTURE		PARTNERSHIP		REGISTERED	SOLE PROPRIETOR	OTHER
<b>NAME AND TITLES of the OFFICERS, PARTNERS, AND PRINCIPALS</b>								
NAME				TITLE / POSITION				
<b>FINANCIAL DETAILS</b>								
BANK NAME:								
LOCATION:								
CONTACT PERSON:								
PHONE:		FAX:		EMAIL:				
<b>INSURANCE DETAILS</b>								
AGENT/BROKER:								
LOCATION:								
CONTACT PERSON:								
PHONE:		FAX:		EMAIL:				
INSURANCE	COMMERCIAL/ GENERAL LIABILITY	AUTOMOBILE	WORKERS' COMPENSATION	OTHER				
POLICY NUMBER:								
NAME of CARRIER								
AMOUNT (SINGLE)	\$	\$	\$	\$				
AMOUNT (AGGREGATE)	\$	\$	\$	\$				
EXPIRATION DATE:								
<b>BONDING DETAILS</b>								
AGENT/BROKER:								
LOCATION:								
CONTACT PERSON:								
PHONE:		FAX:		EMAIL:				
NAME of BONDING COMPANY		BONDING CAPACITY (SINGLE)		BONDING CAPACITY (AGGREGATE)				
		\$		\$				
		\$		\$				

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**APPLICANT HISTORY (If the applicant answers "yes" to any question below please supply a separate explanation with this application)**

DURING THE PAST FIVE YEARS, HAS THE APPLICANT FIRM EVER:			
BEEN SUBJECT OF A LIEN OR CLAIM OF \$25,000 OR MORE BY A SUBCONTRACTOR OR SUPPLIER?	YES		NO
FAILED TO COMPLETE A CONTRACT?	YES		NO
BEEN SUSPENDED, DEBARRED, DISQUALIFIED OR OTHERWISE BEEN DECLARED INELIGIBLE TO BID?	YES		NO
DEFAULTED ON ANY CONTRACT?	YES		NO
HAD A CONTRACT TERMINATED?	YES		NO
BEEN LATE ON COMPLETION OF A PROJECT?	YES		NO
HAD LIQUIDATED DAMAGES ASSESSED UPON COMPLETION OF A CONTRACT?	YES		NO
BEEN FOUND TO HAVE COMMITTED AN OSHA VIOLATION?	YES		NO
ARE THERE ANY CURRENT LIENS AGAINST THE APPLICANT FIRM?	YES		NO

**2) STAFF INFORMATION AND QUALIFICATIONS**

**CURRENT NUMBER OF EMPLOYEES**

<b>FULL TIME</b>	OFFICE		FIELD		<b>PARTTIME</b>	OFFICE		FIELD	
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**KEY OFFICE PERSONNEL PROPOSED FOR PROJECT (ATTACH RESUMES OF QUALIFICATIONS & EXPERIENCE)**

NAME	TITLE / POSITION	IN HOUSE or SUBCONTRACTOR
	Principal in Charge	
	Project Manager	
	Estimator	
	Safety Officer	

**KEY SITE PERSONNEL PROPOSED FOR PROJECT (ATTACH RESUMES OF QUALIFICATIONS & EXPERIENCE)**

CIVIL	NAME	TITLE / POSITION	IN HOUSE or SUBCONTRACTOR
		Project Manager	
		Project Superintendent	
		Project Foreman	
STRUCTURAL	NAME	TITLE / POSITION	IN HOUSE or SUBCONTRACTOR
		Project Manager	
		Project Superintendent	
		Project Foreman	
PROCESS MECHANICAL	NAME	TITLE / POSITION	IN HOUSE or SUBCONTRACTOR
		Project Manager	
		Project Superintendent	
		Project Foreman	
EIC	NAME	TITLE / POSITION	IN HOUSE or SUBCONTRACTOR
		Project Manager	
		Project Superintendent	
		Project Foreman	
HVAC	NAME	TITLE / POSITION	IN HOUSE or SUBCONTRACTOR
		Project Manager	
		Project Superintendent	
		Project Foreman	

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CURRENT MAJOR PROJECT WORKLOAD							
PROJECT NAME		OWNER:			ENGINEER:		
		Contact:			Contact:		
CONTRACT VALUE:		TEL		TEL			
COMPLETION DATE:		PER CENT COMPLETE			as of		
PROJECT DETAILS							
PROJECT NAME		OWNER:			ENGINEER:		
		Contact:			Contact:		
CONTRACT VALUE:		TEL		TEL			
COMPLETION DATE:		PER CENT COMPLETE			as of		
PROJECT DETAILS							
PROJECT NAME		OWNER:			ENGINEER:		
		Contact:			Contact:		
CONTRACT VALUE:		TEL		TEL			
COMPLETION DATE:		PER CENT COMPLETE			as of		
PROJECT DETAILS							
PROJECT NAME		OWNER:			ENGINEER:		
		Contact:			Contact:		
CONTRACT VALUE:		TEL		TEL			
COMPLETION DATE:		PER CENT COMPLETE			as of		
PROJECT DETAILS							

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<b>3) REFERENCES</b>					
<i>RELEVANT MAJOR PROJECTS COMPLETED AS PRIME CONTRACTOR IN THE PAST FIVE YEARS</i>					
PROJECT NAME	OWNER:		ENGINEER:		
	Contact:		Contact:		
BID VALUE:		TEL		TEL	
FINAL VALUE:		BID COMPLETION DATE:		COMPLETION DATE:	
PROJECT DETAILS					
PROJECT NAME	OWNER:		ENGINEER:		
	Contact:		Contact:		
BID VALUE:		TEL		TEL	
FINAL VALUE:		BID COMPLETION DATE:		COMPLETION DATE:	
PROJECT DETAILS					
PROJECT NAME	OWNER:		ENGINEER:		
	Contact:		Contact:		
BID VALUE:		TEL		TEL	
FINAL VALUE:		BID COMPLETION DATE:		COMPLETION DATE:	
PROJECT DETAILS					
PROJECT NAME	OWNER:		ENGINEER:		
	Contact:		Contact:		
BID VALUE:		TEL		TEL	
FINAL VALUE:		BID COMPLETION DATE:		COMPLETION DATE:	
PROJECT DETAILS					

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<i>RELEVANT MAJOR SUPPLIERS UTILIZED IN THE PAST FIVE YEARS</i>					
PROJECT NAME		OWNER:		SUPPLIER	
		Contact:		Contact:	
VALUE OF SUPPLIES:		TEL		TEL	
PRODUCT SUPPLIED					
PROJECT NAME		OWNER:		SUPPLIER	
		Contact:		Contact:	
VALUE OF SUPPLIES:		TEL		TEL	
PRODUCT SUPPLIED					
PROJECT NAME		OWNER:		SUPPLIER	
		Contact:		Contact:	
VALUE OF SUPPLIES:		TEL		TEL	
PRODUCT SUPPLIED					
PROJECT NAME		OWNER:		SUPPLIER	
		Contact:		Contact:	
VALUE OF SUPPLIES:		TEL		TEL	
PRODUCT SUPPLIED					
PROJECT NAME		OWNER:		SUPPLIER	
		Contact:		Contact:	
VALUE OF SUPPLIES:		TEL		TEL	
PRODUCT SUPPLIED					
PROJECT NAME		OWNER:		SUPPLIER	
		Contact:		Contact:	
VALUE OF SUPPLIES:		TEL		TEL	
PRODUCT SUPPLIED					

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**ADDITIONAL INFORMATION**

LIST ANY ADDITIONAL INFORMATION RELEVANT TO YOUR FIRM'S APPLICATION:

*Note: any additional or supplementary explanation information can also be submitted with Part 3 (Support Document)*

**DECLARATION**

I DECLARE THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

NAME (PRINT):		TITLE:	
SIGNATURE:		DATE:	
CORPORATE SEAL OR PRINTED		DATE:	
NAME & SIGNATURE OF WITNESS		DATE:	

THE SIGNATORY OF THIS APPLICATION GUARANTEES THE TRUTH AND ACCURACY OF ALL STATEMENTS AND ALL INFORMATION PROVIDED